

Unitarian Universalists of Transylvania County (UUTC)
Policy Manual
2023-2024 Edition

Preamble

The ultimate authority for all matters pertaining to the operation of UUTC shall rest with the Members of the Congregation in accordance with the Bylaws.

The Members of the Congregation elect a Board of Trustees (Board) to act on their behalf and the Board shall have full authority to act on behalf of the Congregation in accordance with the Bylaws.

The Board, in turn, may delegate authority, as appropriate, to UUTC Committees and/or task groups and/or individuals.

The Board is charged in the Bylaws to maintain and annually update a policy manual. This policy manual shall guide the operation and governance of UUTC in accordance with the Bylaws and shall be available to the Congregation for review and comment.

The purpose of the UUTC Policy Manual is to set out the general guiding principles of what we want to do. The goal is to keep these policies as general as possible to avoid continual updating.

Although policy goes hand-in-hand with procedure, procedure manuals are set up separately based on function and outline how we do what we want to do. The “how” is normally what needs to be updated when changes in operations are necessary.

UUTC’s Policy Manual is divided into the following sections:

I. GENERAL

II. BOARD OF TRUSTEES

III. PEOPLE

IV. COMMUNICATION

V. FINANCE

VI. PROPERTY

VII. EMPLOYMENT

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I. GENERAL

A. Operations of Groups within the UUTC Organizational Structure. All groups designated within the UUTC Organizational Structure are free to operate as they best determine within the parameters of their accountability, mission, responsibilities, and Congregationally approved annual budgets.

B. Ex officio Status of Board President. In addition to stated responsibilities in the Bylaws, the President of the UUTC Board shall be an ex officio (non-voting) member of all Board Committees and the Council.

C. Initiation of Plans and Actions within UUTC. No UUTC groups or individuals may plan or initiate actions that

1. commit UUTC resources beyond its Board-delegated authority,
2. obligate UUTC to sponsor or support an external activity, or
3. potentially conflict with current UUTC principles, policies or practices.

D. Meetings.

1. Open meetings. In general, all meetings pertaining to UUTC Governance and Ministry are open to observation. Observers may or may not be granted the right to participate, based on the nature of the meeting and the discretion of the Chair/Leader.

2. Closed meetings. Certain congregational entities, e.g., the Nominations Committee, Search Task Force and Right Relations Task Force, conduct closed meetings. In addition, any entity dealing with personnel actions, whether disciplinary, promotional or investigative, must operate under the strictest rules of confidentiality so such meetings are typically closed.

E. Operating Guidelines. Each Board Committee, Ministry Team, and the Council shall create (and revise as needed) Operating Guidelines. (Note: an Operating Guidelines template is available from the UUTC Administrator.)

F. UUTC Official Documents. Master copies of all official UUTC documents shall reside in UUTC's computer system.

G. Record Retention Policies.

1. UUTC shall retain in perpetuity original documents in the following categories:

- a) documents relating to the formation of UUTC that may have historical value
- b) Membership Book
- c) documents relating to the acquisition and disposition of real property
- d) documents relating to significant events in the life of the congregation.

2. UUTC shall retain supporting financial documents (e.g., receipts and invoices) in physical form for the current calendar year and the three previous calendar years.

3. Any document pertaining to the life of the congregation that has electronic origin (e.g., newsletters, orders of service, minutes) shall be stored in that format in perpetuity.

H. Access to Official Documents. Access to master copies of official UUTC documents shall be limited to the Administrator or Designee.

87 **I. UUTC Membership.** Prospective members shall be of age 16 or older and pledge to
88 the member requirements as defined in the Bylaws. Prior to signing the Membership Book,
89 participation in a UUTC Prospective Member Class is encouraged.
90

91 **II. BOARD OF TRUSTEES**

92 **A. UUTC Organizational Structure.** The Board shall maintain an organizational
93 structure that it deems best for effective operations of UUTC. Minimally, there shall be two
94 Board Committees - the Administration Committee and the Finance Committee.

95 **B. Membership Rotation.** All Board Committees must have membership rotation.

96 **C. Operating Guidelines.** The Board shall review and approve Operating Guidelines of
97 Board Committees.

98 **D. Policy Manual.** The Board shall maintain the UUTC Policy Manual. Aspects of this
99 task may be delegated.

100 **E. Minutes.**

101 1. The Secretary of the Board shall incorporate the record of any action taken by
102 the Board electronically between scheduled meetings into the minutes of the first
103 scheduled meeting following the date of the action.

104 2. The Secretary of the Board shall submit minutes from any Congregational
105 Meeting for approval by the congregation at the next scheduled Congregational
106 Meeting.

107 **F. Compliance with Federal and State Laws and Regulations.**

108 1. The Board shall comply with Federal and State laws and regulations related to
109 all financial issues.

110 2. The Board shall ensure that the structure addressing behavioral issues
111 complies with Federal and State laws and regulations. In the event of the enactment of
112 a federal, state, or local law that contradicts Unitarian Universalist Principles, the Board
113 and Minister may take a social justice stance for the protections of rights and dignity of
114 staff and congregation.

115 3. The Board shall ensure that all hourly employees be paid no less than the
116 greater of either the Federal or the State minimum wage or the living wage amount
117 determined by the Living Wage Coalition of Transylvania County.

118 **G. Leadership of Council, Committees and Teams.**

119 1. Leader of the Council must be a Member of UUTC.

120 2. Leaders of Board Committees must be Members of UUTC.

121 3. Leaders of Teams must be either Members or Friends of UUTC.
122

123 **III. PEOPLE**

124 **A. Safe Congregation Plan.** UUTC shall follow the standards, guidelines, practices, and
125 procedures set forth in the Safe Congregation Plan adopted by the Board in October 2016 (or as
126 subsequently revised and approved).

127 1. The Safe Congregation Plan shall be reviewed annually and revised as
128 necessary by the Board.

129 **B. Provision of Childcare.** UUTC will offer childcare for all UUTC activities when
130 requested by parents.

131 **1. Medicine.** Neither staff nor volunteers shall administer any medicine to any
132 child.

133 **2. Food.** No food shall be provided to a child unless a parent/guardian notes on
134 his/her registration card that the child does not have food allergies.

135 **C. Disruptive Behavior.**

136 **1. Definition.** Disruptive behavior shall be defined as any verbal or physical
137 action potentially impacting an individual, group, or entire congregation at UUTC
138 because it may:

139 **a)** endanger physical and/or emotional well-being or freedom to safely
140 express beliefs or opinions;

141 **b)** obstruct UUTC activities;

142 **c)** threaten to diminish the status of UUTC; and/or

143 **d)** be perceived as dangerous, harmful, destructive, or offensive.

144 **2. Confronting Disruptive Behavior.**

145 **a) Urgent Situations:** During a sanctioned event on UUTC property, the
146 health and safety of the congregation may be compromised by disruptive
147 behavior; any response must reflect an emphasis on security. Therefore, the
148 Board grants authority to any individual to take action on UUTC property when
149 confronted with behavior that threatens health and safety. Best judgment must
150 be used in determining the immediate threat and potential course of action. In
151 their absence, the Board and Minister shall be informed immediately of any such
152 occurrence.

153 **b) Non-urgent Situations:** In situations not requiring an immediate
154 response, disruptive behavior will be reported directly to the Board and Minister.

155 **3. Structure and Mechanisms for Response and Resolution to Disruptive
156 Behavior Situations:**

157 **a) Right Relations Task Force:** There shall be a Right Relations Task Force
158 whose role is responding to and resolving non-urgent instances of disruptive
159 behavior. This Task Force shall be comprised of UUTC Members and/or Friends
160 experienced in mediating, arbitrating or otherwise resolving disputes between
161 persons and organizations and shall be recommended by Council and approved
162 by the Board. Because of the nature of the expertise needed on this Task Force,
163 it shall be a standing group without obligatory rotation of membership, but
164 membership shall be recommended by Council and approved by the Board
165 annually. The Right Relations Task Force shall be called into action by the Board
166 as the need arises.

167 **b) Response and Resolution Guidelines:** Council, in collaboration with
168 the Right Relations Task Force members, shall establish and maintain procedures
169 to aid the Task Force in administering its responsibilities. The procedures shall
170 include guidelines for assessing both the severity of a behavior situation (i.e.,
171 dangerousness, offensiveness) and resolution of the situation (i.e.,

172 recommendation for counseling, exclusion from UUTC activities). These
173 procedures shall be reviewed and revised collaboratively by Council and the
174 Right Relations Task Force as needed.

175 **c) Adhering to UUTC Principles:** The Right Relations Task Force shall treat
176 each instance of disruptive behavior as unique and communicate with all
177 individuals involved with dignity and compassion. A fair resolution is the ultimate
178 goal.

179 **d) Oversight and Education of the UUTC Congregational Covenant:** The
180 Right Relations Task Force may be asked by Council to review the Congregational
181 Covenant and make recommendations for desirable changes and assist
182 congregants in becoming aware of and understanding the Congregational
183 Covenant.

184 **D. Conflict of Interest.**

185 **1. Purpose.** The purpose of the conflict-of-interest policy is to protect UUTC's
186 tax-exempt status when it is contemplating entering into a transaction or arrangement
187 that might benefit the private interest of any person associated with UUTC (e.g.,
188 ministers, employees, members of the Board, Council, Committees, Teams or other
189 Members or Friends of UUTC) – or might result in a possible excess benefit transaction.
190 This policy is intended to supplement but not replace any applicable state or federal
191 laws governing conflict of interest applicable to nonprofit and charitable organizations.

192 **2. Definitions.**

193 **a) Interested Person.** Any individual with governing board delegated
194 powers or who has a direct or indirect financial interest, as defined below, is an
195 Interested person. In addition, any individual who has the ability to influence a
196 decision of UUTC that could result in personal benefit to the person or a related
197 party defined as the person's spouse, any family member living in the person's
198 home, or the person's business interest or associates is an interested person.

199 **b) Financial Interest.** A person has a financial interest if the person has,
200 directly or indirectly, through business, investment, or family:

201 **1)** an ownership or investment in any entity with which UUTC
202 has a transaction or arrangement,

203 **2)** a compensation arrangement with UUTC or with any entity or
204 individual with which UUTC has a transaction or arrangement, or

205 **3)** a potential ownership or investment interest in, or
206 compensation with, any entity or individual with which UUTC is
207 negotiating a transaction or arrangement.

208 **4)** Compensation including direct and indirect remuneration as
209 well as gifts or favors that are more than \$100.00.

210 **5)** A financial interest isn't necessarily a conflict of interest. A
211 person who has a financial interest may have a conflict of interest only if
212 the appropriate governing board or committee decides that a conflict of
213 interest exists.

214 **3. Duty to Disclose.** In connection with any actual or possible conflict of

215 interest, an interested person must disclose the existence of the personal or financial
216 interest and be given the opportunity to disclose all material facts to the Board of
217 Trustees or members of committees with governing board delegated powers
218 considering the proposed transaction or arrangement.

219 **4. Determining Whether Conflict of Interest Exists.** After disclosure of the
220 personal or financial interest and all material facts, the interested party shall leave the
221 governing board or committee meeting while the determination of a conflict of interest
222 is discussed and voted upon. The remaining board or committee members shall decide
223 if a conflict of interest exists. The meeting minutes shall contain a detailed record of
224 the proceedings.

225 **5. Annual Statements.** Annually, all Board members and individuals with
226 governing board delegated powers for decision-making and purchasing authority, all
227 ministers, all employees and all UUTC Members and Friends receiving compensation
228 from UUTC shall sign a statement which affirms receipt of the conflict-of-interest policy
229 and agreement to comply with the policy.

230 **6. Violations.** The Board is responsible for the review and remediation of
231 possible violations of this policy.
232

233 **IV. COMMUNICATION**

234 **A. Use of Full Name.** All external communications will state the full name of the
235 Congregation – Unitarian Universalists of Transylvania County.

236 **B. Personal Information.**

237 1. UUTC will collect personal information, e.g., e-mail addresses or telephone
238 numbers, from Members and Friends only with permission.

239 2. UUTC will not sell or rent personal information.

240 3. UUTC will not release personal information to organizations other than UU
241 organizations.

242 **C. External and Internal Communications.** All internal and external communications
243 shall:

244 1. be in keeping with UU principles and values;

245 2. contain no profanity or inappropriate language;

246 3. contain no commercial announcements (including business cards) by for-
247 profit organizations with no UUTC connection in fact or in spirit;

248 4. include no partisan political announcements; and

249 5. include no advertising for businesses of Members or Friends.

250 **D. Internal Communications.** Internal communications shall be transparent, open, and
251 accessible.

252 **E. Central Storage of Minutes.** All groups designated within the UUTC organizational
253 structure shall submit minutes of all meetings to the UUTC Administrator. Minutes from any
254 Closed Session, the Nominations Committee, Search Task Force, conflict resolution/dispute
255 mediation meetings, and meetings on harassment/abuse of any form are excluded from this
256 policy.

257 **F. Minutes of Board Meetings.** Minutes from open Board Meetings, once approved by
258 the Board, shall be accessible to Members and Friends.

259 **G. E-mail Content.**

260 1. Content of e-mails issued by UUTC shall be limited to information about UUTC
261 or UU-affiliated organizations or of general interest to the UUTC community.

262 2. E-mail lists maintained by UUTC groups within the UUTC computer system
263 may be used only for official UUTC purposes.

264 3. In the maintenance of e-mail lists, best practices must be used to protect the
265 privacy and identity of participants.

266 **H. Worship Service Announcements.** Worship service announcements made from the
267 pulpit of UUTC must be limited to information pertaining to UUTC, UUTC-affiliated
268 organizations, and Board-approved activities (e.g., targeted giving).

269 **I. Weekly Communications.** A weekly communication conveying news and
270 announcements of interest will be distributed to Members and Friends or upon request.

271 **J. Publicity and Advertising.**

272 1. All press releases related to UUTC and its activities, except the weekly sermon
273 announcement, must be approved by the UUTC Board or the Minister.

274 2. All external and internal advertising and publicity must be coordinated
275 through the UUTC Administrator.

276 3. All internal advertising and publicity must be of general interest to the UUTC
277 community.

278 **K. UUTC Information System Assets.** The Uniform Resource Locator (URL)
279 "www.uutc.org" website pages, content and computer equipment are the property of UUTC.

280 1. Ministry has final authority on all website content.

281 2. Oversight of the day-to-day operations of the UUTC website and member and
282 staff management system applications resides with Ministry.

283 3. Oversight of social media accounts (e.g., Facebook, Twitter) resides with
284 Ministry. This includes decisions on the scope of UUTC engagement and monitoring of
285 activities.

286 4. Any external URLs linking to uutc.org, URLs embedded at the UUTC website,
287 or substantive changes to website design or content of the UUTC website must be
288 approved by the Minister and administered by the UUTC Administrator and /or
289 appointed staff.

290 5. Access on UUTC's behalf to the computer server and cloud-based services
291 where the UUTC website and member and staff management systems applications
292 reside is limited to the Administrator, the AV Technician, bookkeeper, or appointed
293 staff.

294 6. The UUTC Administrator will seek direction from the Minister when:

295 a) Potentially controversial issues arise, or when changes in scope of the
296 website or changes in content or tone of the content at the website are planned.

297 b) Significant changes in functionality or scope of member and staff
298 management system applications are planned.

299 **L. Cancellation of Scheduled Activities.** If it is necessary to cancel a Sunday Service or
300 other scheduled activity affecting a large number of Members and Friends, the responsibility
301 for the decision to cancel will fall to the highest-ranking Board member accessible at the time.
302 Order of ranking: President, President-Elect, Treasurer, Treasurer-Elect, Secretary, At-large
303 members.

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305 **V. FINANCE**

306 **A. Designated Contributions.**

307 **1.** Except for gifts designated for any Endowment Fund established in the
308 Bylaws, decisions related to the acceptance of designated contributions, including
309 tribute gifts (i.e., in the name of a person or entity) designated for a specific purpose,
310 rest with the Board.

311 **2.** When a tribute gift is accepted, the donor and the honoree (or family of an
312 honoree) of the gift shall be notified in writing. Except for a personalized leaf in the
313 Memorial Garden (Article VI, Section I), there shall be no permanent, physical marker
314 acknowledgement of tribute gifts, unless the Board unanimously refers the issue to the
315 Congregation and the Congregation votes to approve a permanent, physical marker.

316 **B. Discretionary Monies.** Any entity receiving an allocated budget may elect to spend
317 such budgeted funds as need arises. While discretionary monies are expected to be spent at a
318 rate proportional to the progress of the fiscal year, exceptions require notification to the
319 Treasurer and the Finance Committee. Exceeding the designated budget by more than 10% will
320 require advance approval by the Treasurer, who may require the Board to approve said
321 expenditure.

322 **C. Undesignated Bequests.** The Finance committee may be notified of any
323 undesignated bequest before the bequest is distributed or used and shall recommend to the
324 Board the use or distribution of any such bequest. Final disposition of the bequest is
325 determined by the Board.

326 **D. Undesignated Contributions.** Contributions to UUTC that are undesignated and less
327 than \$2000 will automatically be applied to the General Operating Budget. Contributions to
328 UUTC that are undesignated and from \$2000 to \$5000 will be designated by the Finance
329 Committee for placement in a fungible fund that it deems best at the time. The disposition of
330 these contributions shall be reported to the Board at the next scheduled Board meeting.
331 Contributions to UUTC that exceed \$5000 will receive a recommendation from the Finance
332 Committee to the Board for placement in an existing fund.

333 **E. Financial Statements and Stewardship Appeals.** All Members and Friends shall
334 receive fund-raising communications, and, if financially active, shall receive regular personal
335 financial statements. Exceptions may be granted solely by the Minister.

336 **F. Financial Responsibility to the Congregation.** The Board shall establish guidelines for
337 developing financial goals and objectives, for making financial decisions, for reporting the
338 financial status of UUTC to the Congregation, and for overseeing UUTC funds.

339 **G. Annual Financial Examination.**

340 **1.** The Board, or its designee, shall conduct an Annual Financial Examination.

341 2. The Board shall formally review the findings and recommendations arising
342 from the Examination.

343 3. The Board shall report the findings and recommendations of the
344 Examination to the Congregation and to the Finance Committee for implementation of
345 changes, as appropriate.

346 **H. Community Outreach Endowment Fund.** The Community Outreach Endowment
347 Fund of the Unitarian Universalists of Transylvania County (the Fund) represents an enduring
348 investment in the mission of UUTC. To that end, monies received for the Fund must be placed
349 in socially responsible investments, e.g., the UUA Common Endowment Fund or similar vehicle.

350 **1. Withdrawal of monies from the Fund:**

351 a) No withdrawal may be made from the Fund if the principal is less than
352 90% of the nominal value of all gifts (i.e., the sum of the values of gifts at the
353 time each was given, not considering the subsequent effects of inflation).

354 b) Withdrawals from the Fund shall be made on an annual basis, typically
355 at 3–5% of the value of the Fund; such withdrawal shall not cause the principal
356 value of the Fund to drop below 90% of the nominal value of gifts to the Fund. If
357 an appropriate recipient is not identified in a given fiscal year, the withdrawn
358 monies shall be held for distribution the following year and shall not be rolled
359 back into the corpus of the Fund.

360 **2. Distribution of monies from the Fund.** Distributions from the Fund may be
361 used for community outreach, social justice, or educational and spiritual exploration
362 programs.

363 a) The Endowment Committee, using established criteria, shall identify
364 recipients to receive support from the Fund. Proposed distribution must be
365 reported to the Board before the recipients are notified and funds distributed.

366 b) If the Board does not agree with proposed recipient(s), the Board may
367 convene a meeting of the Congregation to submit the proposal for
368 congregational review and determination of fund distribution. The quorum and
369 resolution approval protocols required for this meeting are defined the Bylaws.

370 **3. Extraordinary disbursement of funds.** Fund monies are not intended, and
371 may not be used, for operating or capital budget expenditures, except in the case of
372 extraordinary need, where not using these funds threatens the existence of UUTC as
373 determined by the Board. See Bylaws for details of this transaction.

374 **I. Gift Planning Options and Programs.**

375 1. Only the Minister, members of the Board, or individuals designated by the
376 Board may act on behalf of UUTC to provide assistance to individuals seeking advice on
377 gift planning options for which UUTC is the designated recipient. Such advice
378 shall be limited to:

379 a) Educating prospective donors regarding the options available for
380 making contributions to UUTC now or in the future, including bequests being
381 considered as part of a person’s estate planning.

382 **b)** Providing information on the different types of gifts consistent with
383 the descriptions of designated and undesignated gifts and bequests contained in
384 the Finance section of this Policy Manual.

385 **c)** Informing prospective donors seeking information that certain types of
386 gifts are subject to review by the UUTC Treasurer, Finance Committee,
387 and/or Board. Requirements for formal reviews are described in the Finance
388 Committee’s procedures on the subject.

389 **2.** Any gift planning (including legal- and tax-related) not addressed in this policy
390 shall be referred to the Board for review.

391 **J. Gift Planning Legal Considerations and Tax Advice.**

392 **1. Compliance.** UUTC shall comply with all local, state and federal laws and
393 regulations concerning all charitable gifts it encourages, solicits or accepts. All required
394 disclosures and procedures shall be handled thoroughly and in a timely manner.

395 **2. Endorsement of Providers.** UUTC shall not endorse any legal, tax or financial
396 advisors to prospective donors.

397 **3. Legal, Tax and Financial Advice.** UUTC shall inform prospective donors that it
398 does not provide legal, tax, or financial advice, and shall encourage prospective donors
399 to discuss all charitable gift planning decisions with their own advisors before entering
400 into any commitments to make gifts to UUTC.

401 **4. Fiduciary Responsibility.** No person, acting on behalf of UUTC, shall serve as
402 trustee, conservator, or executor for a donor or a prospective donor.

403 **5. Use of Counsel.** When appropriate, UUTC shall seek the advice of legal
404 counsel in matters relating to the acceptance of gifts. Review by counsel is
405 recommended for:

406 **a)** Gifts of securities that are subject to restrictions or buy-sell
407 agreements.

408 **b)** Documents naming UUTC as trustee or requiring UUTC to act in any
409 fiduciary capacity.

410 **c)** Gifts requiring UUTC to assume financial or other obligations.

411 **d)** Transactions having present or potential conflicts of interest.

412 **e)** Gifts of property, which may be subject to environmental or other
413 regulatory restrictions.

414 **K. Expenditures for Equipment and Capital Improvements.** It shall be the policy of the
415 Board to expense rather than to capitalize all expenditures and capital improvements of \$5000
416 or less.

417
418 **VI. PROPERTY**

419 **A. Conditions for Use of UUTC Property.** The Board shall establish conditions for use of
420 the UUTC building and property.

421 **B. Scheduling Authority for Facility.** Scheduling of space on the UUTC campus for any
422 purpose shall be authorized only by the Administrator or a designee.

423 **C. Non-UUTC Meetings.** The Congregation’s property may be used for non-UUTC
424 meetings and functions, provided that conditions as specified in the procedures established by
425 the Board are met.

426 **D. Priority of Building Usage.** Priority for building usage will be given in the following
427 order:

- 428 1. Regularly scheduled UUTC services and events;
- 429 2. Rites of passage ceremonies requested by UUTC Members and Friends;
- 430 3. Regularly scheduled meetings of any group designated within the UUTC
431 organizational structure;
- 432 4. Regularly scheduled meetings and events sponsored by Special Interest
433 groups, Good Neighbor groups or individuals whose purpose and philosophy are
434 compatible with the Principles of Unitarian Universalism;
- 435 5. Rites of passage ceremonies requested by non-members of UUTC;
- 436 6. Ad hoc events and meetings sponsored by UUTC Members and Friends;
- 437 7. Ad hoc meetings and events scheduled by Special Interest groups, Good
438 Neighbor groups, commercial enterprises, or individuals whose purpose and philosophy
439 are compatible with the Principles of Unitarian Universalism.

440 **E. Consumption of Alcohol.** UUTC allows the provision and consumption of alcohol on
441 its premises. Such provision and consumption shall comply with any applicable Federal, State,
442 County and City law and with procedures established by UUTC.

443 **F. Sale of Items on UUTC Premises.**

444 1. Outside speakers and performers may sell their books, CDs, etc. on the
445 premises on the day of their presentation. They must handle all aspects of the sales
446 and payment for their items.

447 2. No Members or Friends may sell items unless the sale is part of a Board-
448 approved, Congregation-wide event.

449 **G. Commercial Enterprise.** Selective commercial use of the building is permitted.

450 **H. Property & Buildings Protection and Safety.**

451 1. UUTC’s property and buildings will be sufficiently maintained with the intent
452 of a) providing for the safety and security of employees, congregants, and visitors, and
453 b) protecting UUTC’s assets.

454 2. The Board will ensure that insurance policies are in effect to protect UUTC
455 against casualty and theft loss at replacement value, and congregational and personal
456 liability of the Board and staff related to UUTC business.

457 **I. Memorial Garden.** Recognizing and celebrating that the UUTC buildings and grounds
458 are special and sacred places for UUTC Members and Friends, UUTC shall make available a final
459 memorial in the Memorial Garden, as follows:

460 1. The Memorial Garden shall be the only area in which memorials are placed.
461 Memorials are limited to a permanent, personalized leaf on the Tree of Life.

462 2. Written permission from the Minister or designee must be obtained before a
463 memorial is placed.

464 3. The scattering or internment of “cremains” in the Memorial Garden is
465 prohibited.

466 **4.** Fees may be charged for the installation of permanent memorials at the
467 determination of the Board, who will set the fees.

468 **5.** Memorial services may be conducted in the Memorial Garden.

469 **6.** Exceptions to this policy may be approved in writing by the Minister.

470 **J. UUTC Facilities Rental Fees.** Rental fees will, at a minimum, cover all costs incurred
471 or resulting from the use of the facilities, and they may provide UUTC income to support its
472 mission.

473 **K. Signage Displays.** Any visual additions to surfaces facing common areas at UUTC
474 must be recommended by a UUTC Team or Committee and approved by the Aesthetics Task
475 Force or designee (UUTC Administrator). Visual additions include any signage, artwork, flyer,
476 banner, or object, either temporary or permanent, affixed to any interior vertical surface of
477 common areas or elsewhere on UUTC properties. Visuals associated with ARE and CRE
478 activities may be displayed in the designated display areas within classrooms, the nursery, and
479 the connecting hallway. The UUTC Administrator may immediately remove any materials
480 posted without approval.

481 **L. Stewardship of UUTC Property.** When considering the stewardship of the UUTC
482 property, those delegated the authority and responsibility by the Board to make decisions
483 about the management and maintenance of buildings and grounds shall, whenever possible,
484 minimize negative impacts on the environment through the use of natural and native materials,
485 plants and products.

486 **VII. EMPLOYMENT**

487 **A. Equal Opportunity Employment.** UUTC affirms its commitment to equal
488 employment opportunity for all individuals. Any report of employee discrimination will be
489 investigated; any actions will comply with established procedures and conform to applicable
490 laws and regulations. UUTC may have employees in any of the following categories: exempt,
491 non-exempt, full-time, and part-time.

492 **B. Personal or Sexual Harassment or Abuse.** UUTC tolerates no personal or sexual
493 harassment or abuse. Any report of harassment or abuse will be investigated; any actions will
494 comply with established procedures and conform to applicable laws and regulations.

495 **C. Discrimination.** UUTC prohibits conduct that shows hostility or an aversion toward
496 an individual because of her or his race, color, religion, sex, national origin, age, disability,
497 sexual orientation, gender identity or expression, or any classification protected by law. Any
498 report of such conduct will be investigated; any actions will comply with established procedures
499 and conform to applicable laws and regulations.

500 **D. Employee Complaints.** Resolution of employee complaints shall follow established
501 procedures.

502 **E. Internet Access.**

503 **1.** When working in the UUTC building, UUTC provides Internet access (including
504 e-mail) to its staff members to assist and facilitate UUTC communications and work-
505 related research. These services are for legitimate UUTC use only in the course of
506 assigned duties.
507

508 2. When working remotely, employees are responsible for having reliable
509 internet service at home and for its cost.

510 3. All materials, information and software created, transmitted, downloaded,
511 and stored on UUTC’s computer system are the property of UUTC and may be accessed
512 only by authorized personnel.

513 **F. External Requests for Information.** Employees shall direct all requests for
514 information about UUTC from newspaper, television and radio media to the President of the
515 Board or the Minister.

516 **G. Confidential Information.** Employees may have access to confidential information
517 about UUTC, including but not limited to information about Members, Friends or other staff
518 members. Such information must remain confidential and may not be released, copied,
519 transmitted or in any other way used for any purpose by employees outside the scope of their
520 employment.

521 **H. Conflicts of Interest.**

522 1. No employee shall engage in any business or transaction or shall have a
523 financial or other personal interest which is incompatible or in conflict with her/his
524 employment duties.

525 2. No employee shall engage in any activity that would impair her/his judgment
526 or actions in the performance of her/his duties for UUTC.

527 3. Employees shall report any potential or current conflicts of interest to their
528 supervisor.

529 **I. Employee Family Members.** Members of an employee’s family may be considered
530 for employment. Relatives may not supervise one another. The term “relative” includes
531 domestic partners and extends to immediate family.

532 **J. Annual Employee Reviews.**

533 1. **Performance Reviews.** Employees shall be provided a face-to-face
534 performance review by their direct supervisor and shall receive a written performance
535 evaluation once each year. A copy of the written performance review shall be
536 maintained in the employee’s permanent personnel file.

537 a) **Minister’s Performance Review.** The Minister maintains a shared
538 leadership role through collaboration with the Board and its Committees, the
539 Ministry Teams, and the Council. Any review of ministry includes both the
540 congregation’s ministry and the minister. Guidance for the performance review
541 is articulated in the UUTC Board Operating Guidelines.

542 b) **Other Employees’ Performance Reviews.** The Minister shall provide
543 each staff member with a written performance evaluation based on the
544 employee’s job description each year, either directly or through another staff
545 member with supervisory responsibility. Guidance for the evaluation process is
546 articulated in the UUTC Personnel Manual.

547 2. **Compensation Reviews.** Pay adjustments generally will be considered for all
548 employees once a year during the budget cycle and any adjustments will normally begin
549 at the start of the following fiscal year. The following criteria shall be considered for
550 all compensation reviews:

551 **a) Guidelines.**
552 1) Compliance with Transylvania County Certified Living Wage
553 requirements, and any applicable State or Federal mandates
554 2) Cost of living adjustment (COLA) estimates from Federal and
555 State data
556 3) Community median income or, if available, community median
557 income for comparable position
558 4) Job salary/hourly wage range for comparable position (using
559 UUA guidelines where available)
560 5) Most recent performance reviews
561 6) UUTC budget and financial outlook
562 **b) Parameters** for compensation adjustments are provided by the Board:
563 1) COL increase (N%)
564 2) Merit range (N% - N%)
565 **c) Exceptions** for an annual one-time bonus may be requested (external
566 from base salary or hourly wage) and will not be recognized in future budget
567 cycles and will not result in a change in the employee’s base salary.
568 **3. Compensation Recommendations.** The Board President, President-Elect,
569 Treasurer-Elect, and Minister shall jointly make recommendations for employee
570 salary/hourly wage and/or independent contractor fees during the normal budgeting
571 process. The Board may appoint a substitute member when necessary. The Minister will
572 step away when compensation of the Minister is considered.
573 **4. Compliance.** The Board is responsible for ensuring the performance reviews
574 and compensation review timetables are complied with.
575 **K. Part-time Employees.** Personnel employed part-time shall be provided pro-rated
576 benefits when the minimum number of hours scheduled is fifteen per week, annually.
577 **L. Management of Employees.** UUTC’s Personnel Policy Manual shall be used in the
578 management of all staff members.
579 **M. Staff Participation in UUTC Leadership.** UUTC staff members are ineligible to serve
580 in leadership roles in UUTC governance (Board or Committees), on the Governance/Ministry
581 Advisory Council or on Ministry Teams, with the exception of the Staff/Lay Team or as ex officio
582 advisors as directed by the Minister for Teams that may pertain to the particular staff role.
583 **N. Hybrid Work Policy.**
584 1. **Overview.** A Hybrid Model is one in which the employee works both from
585 home and in the office in accordance with the type of position and work to be
586 completed. This model allows for flexibility, reduced carbon footprint, and a better
587 work-life balance. This hybrid work policy describes employee eligibility, UUTC’s
588 provision of resources to support the hybrid model, and expectations of an employee
589 who works remotely and in the UUTC office.
590 2. **Eligibility Criteria.** Eligibility for working from home is at the discretion of the
591 employee’s manager and can be changed at any time. When posting a new position, the
592 description will include whether the position is eligible for work from home, work in the
593 office, or a combination of both (i.e., “hybrid”).

594 **3. Working Hours and Availability.** Work hours and availability shall remain the
595 same and are at the discretion of the employee’s manager.

596 a) When working remotely, employees are expected to attend all
597 required meetings, conference calls, and other work-related activities unless
598 prior arrangements are made with the employee’s manager.

599 b) There may be occasions when an employee is expected physically to
600 attend meetings, training, or other work-related activities in the office. The
601 employee’s manager determines whether a meeting can be held in a hybrid
602 setting (i.e., both physical and virtual attendees).

603 **4. Applicability of UUTC Policies and Procedures.** The only change about an
604 employee’s relationship with UUTC is the location where they work. All other aspects of
605 the relationship, including conditions of employment, benefits, compensation,
606 performance expectations, and adherence to all UUTC policies and procedures, remain
607 the same.

608 **5. Remote Work Environment.** Employees who are working remotely shall have
609 a work environment that is conducive to working productively, is safe, and free from
610 frequent family or other distractions. Suitability of the remote work environment is
611 evaluated as needed by the employee’s manager.

612 **6. Technology and Resources.** Equipment and appropriate software will be
613 provided to all employees. Employees are expected to bring their equipment to and
614 from the office as needed; duplicate technology is not provided.

615 a) Regardless of work location, employees are responsible for protecting
616 UUTC data and assets from theft, tampering, improper use, or unauthorized
617 access. Equipment is for UUTC business only and shall not be shared with
618 others.

619 b) Employees working remotely are responsible for having reliable
620 Internet service at home and for its cost.

621 c) All equipment and software provided (including any computer data
622 backups made locally by the employee) will be returned to UUTC upon the
623 separation of employment.

624 d) Office supplies needed when working remotely must be requested
625 from and ordered by the UUTC Administrator or staff designee.

626 **7. Security and Confidentiality Protocol.** Employee responsibilities regarding
627 Confidential Information apply when employee is working remotely. Employee is
628 responsible for keeping UUTC information secure and confidential while working at
629 home and during transit between home and the office. Backup and recovery
630 procedures, as determined and directed by the Administrator, will be adhered to.
631

**UUTC Policy Manual
Attachment
Version Control Log
Last Update: 4/1/2024**

Version	Summary of Updates	Original draft date	Most recent document date	Committee status	Board status	Comments & References
2019.1			5/25/19	Approved	Approved & Submitted to the 2019-2020 Board	All black text font version.
2019.2	1) New Sec. III.C.3 Disruptive Behavior Structure...Situations: Board-approved text inserted. 2) VII.K. Board-approved Part-time employees benefits policy inserted 3) III.A.1 Added "Board of Trustees" 4) Non-substantive revisions throughout the Policy Manual to improve clarity, grammar, etc. 5) Board of Trustees approved 3) and 4).	7/18/19	11/13/19	Approved	Approved & Submitted to the 2019-2020 Board	All black text font version.
2019.3	1) Sec. III.C.3.a): Changed "members" to "Members and/or Friends" as directed by the Board 11/20/19 email.	12/9/19	12/9/19	Approved	Approved	All black text font version
2020.1	Revisions throughout to align the Policy Manual with the amended Bylaws and remove inconsistencies in the Policy Manual.	8/04/20	8/05/20	Approved	Submitted 8/17/20; Approved w/ revision needed on 9/24/20	Revisions in red text font. Strikethrough of deleted text (black font).

**UUTC Policy Manual
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Version Control Log
Last Update: 04/1/2024**

Version	Summary of Updates	Original draft date	Most recent document date	Committee status	Board status	Comments & References
2020.1	Revisions to UUTC Policy Manual, Article V, Section H.1.a) and H.1.b) to clarify the threshold for withdrawal of monies for the Community Outreach Endowment Fund.	10/13/20	10/20/20	Approved	Approved by the Board 10/22/20	All black text font version.
2020.2	Addition of Section D. Conflict of Interest to Article III. (People)	11/18/20	02/24/21	Approved	Approved by the Board 11/19/20	New (Board approved) policy in red text.
2020.2	Addition of Section K. Expenditures for Equipment and Capital Improvements to Article V. (Finance).	1/28/21	2/24/21	Approved	Submitted for Board approval 2/24/21	New policy in red text.
2020.2	Finalized Article III. Sec. D and Article V. Sec. K.	1/28/21	2/24/21	Approved	Approved by the Board 2/25/21	Version 2020.2 finalized. All red text removed.
2020.3	Revisions to Sec. II.I., III.D.5., V.D. in response to submission by the Board in March, 2021.	4/20/21	5/25/21	Approved	Submitted for Board approval 5/25/21	New policy and revisions to existing policy in red text.
2020.3	Revisions to UUTC Policy Manual as a result of Admin. Comm. Annual Review	4/20/21	5/25/21	Approved	Submitted for Board approval 5/25/21	New policy and revisions to existing policy in red text.

2020.3	Revisions to UUTC Policy Manual; April-May 2021 described above	4/20/21	5/25/21	Approved	Approved 5/27/21	All red text and strikethroughs removed.
2020.3	Revisions to Sec. II. Board of Trustees Compliance with Federal and State Laws and Regulations; to incorporate policy on minimum wage submitted to the Admin Committee by the Board	10/5/21		Approved	Submitted for Board Approval 10/17/21	Proposed revisions in red text.
2021.1	Additional revisions to Sec. II.F.3 and Sec. V.G. made by and approved by the Board.	10/5/21	10/28/21	Approved	Approved 10/28/21	All red text and strikethroughs removed.
2021.2	Revisions to Sec. VII.E., G, and new Sec. VII.N for Hybrid Work Policy	10/11/21	2/20/22	Approved	Approved 1/27/22	All red text and strikethroughs removed.
2022.1	Revision to Sec. V.A.1 and new Sec. V.A.2 for policy on handling Tribute gifts.	8/9/22	8/14/22	Approved	Submitted for Board Approval 8/22	Proposed revisions in red text.
2022.1	Revisions to Sec. V.A. as described above	8/9/22	8/14/22	Approved	Approved 8/25/22	All red text removed.
2022.1	Replaced Sec. VII.J. "Performance Review" with "Annual Employee Reviews"	2/14/23	4/11/23	Approved	Submitted for Board Approval 4/21/23	Proposed revisions in red text.
2022.1	Added "Treasurer-elect" to Sec. IV.L. Cancellation of Scheduled Activities.	3/23/23	4/11/23	Approved	Submitted for Board Approval 4/21/23	Proposed revisions in red text.
2022.2	Revisions to Sec. VII.J. & Sec. IV.L. as described above.	3/23/23	4/27/23	Approved	Approved 4/27/23	All red text removed.
2023.1	Added Sec. II.E.2., and revised Sec.VI.H. for clarity	2/22/24	2/22/24	Review not requested	Approved 02/22/24	All red text removed.
2023.2	Replaced Sec.VI.H.	3/22/24	3/28/24	Approved	Approved 03/28/24	All red text removed.